



FRANKLIN COUNTY CHILD SUPPORT
ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Cashier (Bargaining Unit) **PCN:** 083109
DEPARTMENT: Disbursements **P.R.:** T3
REPORTS TO: Josephine Smith, Account Clerk Supervisor

RESPONSIBILITIES: Receive, process, and verify child support payments. Verify payments and other transactions. Process affidavits, change of address forms, and other account information. Prepare daily receipts for deposit and maintain daily records of transactions. Respond and answer telephone inquiries and other correspondences. Open, sort and distribute mail to other departments in the Agency.

MINIMUM QUALIFICATIONS: High school diploma or equivalent with six (6) months of previous experience or training in accounting or any equivalent combination of training and experience.

STARTING SALARY: \$12.04/hour, plus a comprehensive benefits package.
120 Day Probationary Period

DATE POSTED: Thursday, March 31, 2016

DEADLINE FOR APPLYING: Wednesday, April 13, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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